Document No. Approved For Release 2001/08/31: CIA RDP78-04718A000200030032-3

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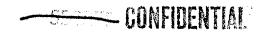
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MEMORANDEM FOR: Deputy Director (Administration)

SUBJECT:

Gentralization of Office of Research and Reports and Office of Current Intelligence Craphic Facilities

- 1. In order to achieve the maximum productivity from the present DD/I graphic facilities, namely, the Graphics Branch, Cartography Division, ORB and the Technical Branch, Presentations Division, OCI, it is proposed in Tab A to marge these two facilities into one organization component within CCI maxing it the Graphics Branch, Presentations Division, OCI. This proposed marger has been agreed to by the AD/GI, AD/RB, and the DBI.
- 2. The proposed Graphics Branch, GCI will be responsible for providing graphic support in the form of visual side to the BE/I area, the ECC and the White Bouse as well as providing graphic presentations and displays. It is of interest to note that an average of 65 hours per week are currently expended in scheduled briefings which generate priority graphics workloss necessitating overtime work in order that production deadlines be met. It has been estimated that approximately 1000 hours of evertime were expended during the past twelve month period. It is felt that the nerger of the OBR and OCI graphic facilities and the creation of a two shift operation will at least balance if not negate the present evertime requirement with no increase in total personnel assigned and will provide for more efficient utilization of personnel and broader and increased graphic support in the DD/I Area thro more effective control of production effort.
- 3. The Assistant Director for Personnel concurs in the subject proposal with revisions to the staffing pattern proposed as outlined in Tab R and concurred in by the Office of the DD/I.
- be accomplished within present ceiling and fund ellocation to the DD/I Area. (See Tab C)
 - 5. Approval of the following actions is recommended:
 - a. Deletion of position Bo. HJ80 from the CCI T/O.
 - b. Dissolution of the Graphics Branch, Cartography Division, CHR.



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- c. Deletion of positions No. F9k3, F9kk, F9k5, F9k5.01, F9h6 and F9h6.01 from the ORR T/O.
 - d. Transfer of six ceiling slots from ORR to CCI.
- e. Change title of the present Technical Prancho, OCI to the "Graphics Branch", CCI.
- f. Creation of six additional T/O positions in the Graphics Branch, OCI making a total of thirteen T/G positions as listed in Tab N.
- 6. It is further recommended that the appropriate DD/I, GRR and CCI directives be smended to reflect the changes in organization, mission and function resulting from this centralization of graphic facilities to service the DD/I Area.

SIGNED

Chief, Management Staff

25X1A9a

ATTACHMENTS:

Tab A - Proposal

Tab B - Concurrence of NAD/F

Tab C - Concurrence of Budget Div.

APPROVED:

Cater

L. K. WHILL

Deputy Director (Administration)

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